

S:Shared/Grants/PO Revised Protocol (01/13/2011)

EPA PROJECT OFFICER POST-AWARD EVALUATION PROTOCOL
(USED FOR ADVANCED AND BASELINE MONITORING)
CHESAPEAKE BAY PROGRAM OFFICE (CBPO)

BACKGROUND INFORMATION (PART 1)

SIX MONTH: yes	GRANT NUMBER(s): FY 2009-14 CB97377601	
1. DATE PREPARED: 11/22/13	2. RECIPIENT NAME: PA DEP	
3. ENTER ALL DATES: a. OFF-SITE CONFERENCE CALL DATE: 11/21/13 b. ON-SITE REVIEW DATE: N/A c. REPORT DATE: 11/22/13 (Date Report Sent by Email to Grantee) d. CLOSED DATE: 11/25/13 (Date all major issues resolved, if applicable, otherwise this date is same as Report Date.)	4. PROJECT OFFICER(s): Nita Sylvester PARTICIPANTS/PERSONS CONTACTED - EPA: Nita Sylvester - GRANTEE: Steve Taglang, Fred Fiscus, David Lewis of PA DEP	
5. TYPE OF EVALUATION: Off-site Evaluation		
6. <u>AWARD INFORMATION</u> Grant	8. <u>PROJECT / BUDGET PERIOD DATES:</u>	
	BEGINNING	ENDING
	Project Period: 7/1/09	6/30/14
	Budget Period: 7/1/09	6/30/14
7. <u>AWARD AMOUNT</u> EPA share: \$11,385,000 approved; \$11,385,000 awarded as of 6/28/2013. <ul style="list-style-type: none"> \$2,237,000 awarded 10/21/2009 \$2,287,000 awarded 6/22/2010 \$2,287,000 awarded 7/13/2011 \$2,287,000 awarded 7/23/2012 \$2,287,000 awarded 6/28/2013 Recipient share/Match: \$11,385,000 Total: \$22,770,000	9. <u>BRIEF PROJECT DESCRIPTION:</u> This grant agreement aids the recipient in the implementation of best management practices that reduce nutrients and sediment pollution in PA's portion of the Chesapeake Bay watershed. This work will achieve and maintain the water quality necessary to improve the aquatic living resources of the Bay and its tributaries. Federal funds of \$2,287,000 are contingent upon availability.	

10. PROVIDE BRIEF DESCRIPTION OF RECIPIENT:

Response: The state of PA is a signatory to the 1983, 1987 and 2000 Chesapeake Bay agreements. The DEP is the lead state agency for implementing Bay restoration and water quality improvement activities in the Potomac and Susquehanna river basins.

11. DESCRIBE THE GRANT WORK-PLAN COMMITMENTS:

1. **Program Management, Evaluation and Planning:** Provide administrative support and technical assistance to Chesapeake Bay programs and activities.
2. **Monitoring and TMDL Development:** DEP's Bureau of Water management and the SRBC will assist and support the development of sediment and nutrient TMDLs within the Susquehanna River Watershed in meeting requirements of the April 1997 Memorandum of Understanding (MOU) between DEP and EPA. This is for non-AMD TMDLs. SRBC and DEP will coordinate selection of stream segments for non-TMDL development. SRBC will develop non-AMD TMDLs employing various approved methods.
3. **Chesapeake Bay Education Office:** Provide education that supports Pennsylvania's Chesapeake Bay program and addresses the elements of Pennsylvania's tributary strategy. Since 1986 the Pennsylvania Association of Conservation Districts, Inc. (PACD) has administered the PA Chesapeake Bay Education Office on behalf of the PA Department of Environment Protection. County conservation districts play an integral role in the delivery of the products and services provided by the PA Chesapeake Bay Education office and conservation districts have established networks with local watershed organizations and are able to support their efforts. The 2009-14 grant will deliver products and services that enhance and support district activities related to the Tributary Strategy and the district's proposed County Implementation Plans.
4. **Technical Assistance:** Provide technical assistance for 43 technicians in 38 counties and 7 engineers to provide assistance to landowners in the Chesapeake Bay cost-share/special project program and to other agricultural landowners requesting technical assistance for development of Nutrient management Plans and BMPs.
5. **Cost Share Program:** Provide funding to landowners to encourage voluntary adoption of agricultural best management practices (BMPs) to achieve measurable reductions in reducing nutrient and sediments that are critical to managing NPS pollution. This includes reducing nutrient and sediment pollution by installing stream bank fencing that prevents livestock access to waterways in the Chesapeake Bay watershed as well as other innovative BMPs. Conservation Districts contract with landowners and obligate cost share funds to implement BMPs to address the most critical nutrient management problems identified on the farm. This includes soil erosion control, surface water control, animal waste management, and management of various nutrients applied to cropland. The Chesapeake Bay cost share program has been ongoing since Pennsylvania entered the program in 1985.

12. DISCUSS PREVIOUS RECOMMENDATIONS/CONCERNS/OPEN PROGRAMMATIC FINDINGS, IF ANY EXIST; ARE THEY OR WILL THEY BE REMEDIED?:

a. If applicable, Previous Recommendations/Concerns listed in this Item 12 on Last Monitoring Review Report. Discuss if they will or will not be remedied?

Response: N/A

b. Open Programmatic Findings in Last Monitoring Review (Refer to Part II, Item 7, PO Suggestions and Recommendations). If applicable, are there any open programmatic findings for this Award in last monitoring review (could not provide a “closed date” on last monitoring review report because of major finding(s))? Provide date of resolution and explanation on how finding(s) have been resolved.

Response: N/A

RESULTS OF REVIEW WITH RECOMMENDATIONS (success & findings) - PART II

1. Scope of Review: Summarize the purpose of your review.

If appropriate, list issues that will be raised for resolution during the review (e.g., need response on why the recipient spent half of the grant award and hasn't produced a literature review).

Response: The purpose of this review is to determine progress on the variety of projects completed under the FY'09-14 Implementation Grant from 7/1/09- 6/30/13. PA submitted their semi-annual report under this grant on 10/1/13. EPA requested revisions, PA made them, and EPA accepted the report on 11/22/13. This review is based upon the revised progress report.

2. Financial: POs are responsible for:

>Analyzing the budget information in the reports by reviewing the payment history (using recipient progress reports, Financial Status Reports, or Financial Data Warehouse reports) and comparing actual amounts spent against the planned budget in the work plan.

>Providing rebudget approval to the Grants Specialist on the recipients request to rebudget grant funds or on other actions which require prior approval from EPA.

PO to Review, Discuss, and Respond:

a. Is this award incrementally funded? Response: yes

b. Has the recipient begun work under this assistance agreement? Response: yes

c. Ensure funds are available to complete the project: as of 10/30/13

Answer the following:

*Amount of EPA funds awarded: \$11,385,000

*Amount of EPA funds paid: \$ 8,316,378

*Remaining Balance: \$3,068,622 to be spent by 6/30/2014

% of Project Completed: 96%**

% of Funds Paid: 73% of the total EPA funds awarded have been drawn down (100% of the FY09 increment; 100% of the FY10 increment; 100% of the FY11 increment; 66% of the FY12 increment; 0% of the FY13 increment) (See item f. for explanation.)

**This monitoring review covers activities to be completed through 6/30/13.

* Information found on Financial Data Warehouse Report at

<http://ocfosystem1.epa.gov/neis/adw.welcome>

d. Has the recipient made any drawdowns on this award since the award date or last monitoring review? Response: yes

e. **Is the payment history consistent with the progress to date?** Response: yes

f. **Are the expended and remaining funds reasonable?** Response:

Remaining Balance EPA funds (FY09-12): \$3,068,622 to be spent by 6/30/2014. PA explains only 73% of total EPA funds awarded have been drawn down due to PA DEPs policy for subawards.

PADEP awards \$\$ to their grantees and contractors, but they do not reimburse them until they are provided with invoices. When they get the invoices from their grantees and contractors, they draw down the funds to pay the grantees and contractors. EPA expressed concerned about the drawdown rate for this grant and asked PADEP to provide a plan for spending all of the remaining funds by the end of the budget period. PA responded as follows: "To address the potential for funds remaining at the end of the grant in June 2014, DEP has initiated an earlier than normal grant round (March 2013) for agricultural Best Management Practices and supplemental grant round (November 2013) for additional agricultural Best Management Practices. DEP has notified conservation districts of the need to "spend the money" and is more closely monitoring their drawdowns for staff (Objective #4) and BMPs (Objective #5). DEP has no concerns about the draw downs of Objective #1, #2, or #3, as these funds are normally expended on or before the end of the fiscal year on June 30."

PA prog rpt info (thru 6/30/13)*	Obj1	Obj2	Obj3	Obj4	Obj5	Total
EPA share	\$340,909	\$1,027,500	\$118,414	\$5,324,571	\$4,573,607	\$11,385,000
PA share	\$3,437,155	\$0	\$31,135	\$7,916,711	\$0	\$11,385,000
Total EPA+PA share	\$3,778,063	\$1,027,500	\$149,549	\$13,241,282	\$4,573,607	\$22,770,000
Totl EPA+PA expended	\$2,861,497	\$822,000	\$127,735	\$10,355,002	\$3,148,549	\$17,378,583
Totl EPA+PA remainder	\$916,566	\$205,500	\$21,814	\$2,886,280	\$1,425,058	5,391,417

ULO Drawdown status (as of 6/30/13; submitted by PA w/ prog rpt)	
FY11 EPA \$ awarded	\$2,214,285
FY11 EPA \$ spent	\$2,118,353
FY11 EPA \$ remaining	\$95,932
FY12 EPA \$ awarded	\$2,549,830
FY12 EPA \$ spent	\$2,037,691
FY12 EPA \$ remaining	\$512,139

g. **Does this review indicate any need to amend the award?** Response: no

- **Verify with recipient if there is enough funding in place to cover expected costs?** If no, provide explanation. (*Contact either Lori Mackey or Ronnie Kuczynski for assistance to possibly add funds*)

Response: no This grant is fully funded as of June 28, 2013. As of 10/30/13, \$3,068,622 of EPA funds were remaining for drawdowns.

- **Are the Project/Budget Period(s) long enough to cover the time that it will take to complete the project?** If no, provide explanation. (*Contact either Lori Mackey or Ronnie Kuczynski for assistance prior to requesting time extension request from recipient.*)

Response: Currently yes, but PA may request a no cost extension at a later date.

h. Does the recipient require any PO/Grant Office approvals/amendments for cost or activities not included in the original award? Respond to the following:

- **Significant changes or re-budgeting over 10% of award total (as applicable).** Response: no
- **Re-budgeting between direct and indirect costs (Part 30 or 31 recipients only).** Response: no
- **Equipment costs not included in the original award.** Response: no (no equipment cost included in original budget)
- **Changes in key personnel.** Response: Not yet, but there will be a vacancy for Pat Buckley's position in February 2014.
- **Unplanned travel expenses** Response: no
- **Changes in the project's approved scope of work.** Response no

3. Technical: POs are responsible for:

- > *comparing the recipient's work plan/application to actual progress under the award.*
- > *monitoring all activities and the recipient's progress on the project.*
- > *providing comments to the recipient on the progress reports and other work products.*
- > *apprizing program staff who are responsible for parts of the project/program on issues which need resolution.*
- > *recommending actions that require the attention of Grants Office or others.*

a. List work plan/application tasks, compare to actual work progress, and identify areas of concern cited in the progress report. Provide a summary of each task and current status:

Response:

#	Objective	Tasks	FY'09-14 Progress
---	-----------	-------	-------------------

1	Program Management, Evaluation, and Planning	<ol style="list-style-type: none"> 1. Provide oversight and administration of Pennsylvania Chesapeake Bay effort. 2. Coordinate implementation of Pennsylvania's Chesapeake Bay Tributary Strategy. 3. Non-AMD TMDL development and tracking of nutrient reductions. 4. Technical and administrative assistance to the conservation districts, training to new conservation district staff. 5. Administer e-Commerce project for Chesapeake Bay BMPs and conservation district technicians and engineers. 6. Review each conservation district's administrative procedures and activities to assist in implementation of the Bay program. 7. Technical support to the DEP BMP Implementation Program which includes Stream Bank Fencing. 8. Conduct routine inspections of BMPs for compliance and maintenance in the FAFP program and conduct failed practice investigations. 9. Monitor projected funding needs for BMP implementation (see Objective #5). 	<p>Expected outputs for this project completed as of 6/30/13. Additional work expected during the last 6 months of project period.</p> <p><u>Outputs Progress:</u> Refer to Revised Semi-Annual Report (Jan 1 – June 30, 2013) for additional detail.</p>
2	TMDL Development	<ol style="list-style-type: none"> 10. SRBC & DEP will coordinate selection of stream segments for non-AMD TMDL development 11. SRBC will develop non-AMD TMDLs employing various approved methods. 	<p>Expected outputs for this project completed as of 6/30/13. Additional work expected during the last 6 months of project period.</p> <p><u>Outputs Progress:</u> Refer to Revised Semi-Annual Report (Jan 1 – June 30, 2013) for additional detail.</p>

3	Chesapeake Bay Education Office	<p>12. Educational Mini-grant program results funded in previous years will be posted as they are received, and will continue to be maintained on the Bay Education Office website as a resource to conservation districts as they implement educational activities that support County Implementation Plans that address Chesapeake Bay Program/Tributary Strategy priorities.</p> <p>13. Conservation District Nutrient and Sediment Trading Support will provide educational services/tools that support conservation district activities involving nutrient trading. This may include developing fact sheets/brochures and facilitating small conservation work groups or larger basin-wide meetings.</p> <p>14. Workshops and Trainings will provide financial and/or other support for workshops and trainings that target needs and priorities identified in the County Implementation Plans, tributary strategy BMPs, and the annual “All Bay” meeting.</p> <p>15. Information Dissemination / Marketing will maintain a website, provide educational exhibit and print materials, maintain an audio visual loan library, and conduct a variety of activities to promote county conservation district programs and services that help address Chesapeake Bay Program/Tributary Strategy goals.</p>	<p>Expected outputs for this project completed as of 6/30/13. Additional work expected during the last 6 months of project period.</p> <p><u>Outputs Progress:</u> Refer to Revised Semi-Annual Report (Jan 1 – June 30, 2013) for additional detail.</p>
---	---------------------------------	--	---

4	Technical Assistance	<ol style="list-style-type: none"> 16. Develop and maintain County Implementation Plans. 17. Collect farm data to develop nutrient management plans. 18. Assist with the planning, design, procurement, installation, and maintenance of BMPs consistent with the County Implementation Plan. 19. For quality control purposes, technicians will conduct annual reviews of agreements for program participants to establish that scheduled BMPs are installed on time, that the nutrient management plan is current and being followed, and that previously installed BMPs are being maintained. 20. Design, survey, computation, material testing and implementation of agriculture waste systems and other BMPs. 21. Assist in the preparation of bid packages and site showings. 22. Technical assistance on erosion and sedimentation control plans and problems. 23. Provide construction quality assurance checks and documentation on BMPs. 24. Provide training to conservation district nutrient technicians in quality assurance check procedures and documentation. 	<p>3/5 expected outputs for this project completed as of 6/30/13. Behind schedule for the technical assistance for BMPs output and the county implementation plan revisions output. Additional work expected during the last 6 months of project period.</p> <p><u>Outputs Progress:</u> Refer to Revised Semi-Annual Report (Jan 1 – June 30, 2013) for additional detail.</p>
---	----------------------	---	---

5	Cost Share Program	25. Estimate need for cost share funds/Develop county implementation plans. 26. Execute contracts with landowners 27. Develop or review nutrient management plans, designs of BMPs, bidding or procurement documents, and payment of funds to landowners. 28. Contract with vendor to install BMPs. 29. Work with landowners to encourage participation. 30. Review installation and inspect final project site. 31. Report program accomplishments and costs incurred on a quarterly basis	4/5 expected outputs for this project completed as of 6/30/13. Behind schedule for cover crop planting. Additional work expected during the last 6 months of project period. <u>Outputs Progress:</u> Refer to Revised Semi-Annual Report (Jan 1 – June 30, 2013) for additional detail.
---	--------------------	---	--

b. Is the work under the agreement on schedule?

Response: Yes for Objectives 1-3. Exceeding some outputs for Obj 4-5, but others are behind schedule.

Objective 4: Two outputs behind schedule: revising county implementation plans (expected 24; 15 have been completed as of 6/30/13); technical assistance for BMPs (expected 248; 220 have been completed as of 6/30/13). PA DEP will ask the districts to review and revise their County Implementation Plans and report this in their final reports. PA DEP will ask the districts to report “technical assistance for BMPs” in a clearer manner in their final reports.

Objective 5: Output for cover crop acres behind schedule (expected 36,000 acres of cover crops; 15,328 acres have been completed as of 6/30/13). PA DEP responded as follows:

- For Cover Crops, the outputs for Cover Crops installed with Chesapeake Bay Special Projects funding may have been overstated in the 2009 grant submission. Annual outputs at this time are about 4,500 acres per year. This is potentially due to the systemic “lag time” for accomplishments - outputs being provided on an annual basis and the contracts for approved projects with county conservation districts to achieve these outputs on a two year basis. But, the pace of the installation of these BMPs may not be a reflection of this, but of the inclusion of other priority project like Ag E&S plans and Nutrient/Manure plans that have been included in the funding priorities and not included in the outputs for this objective. Cover Crops are a priority practice for the 2012 and 2013 Special Projects and we expect additional cover crop planting in the future. Review of the special projects requests indicates that 4000 acres of cover crops were funded for the 2012 Grant and 2,700 acres of cover crop are funded for 2013.
- However, even with the additional acres expected, Pennsylvania will not get back on track with this 2009 targeted output before the grant ends in June 2014. Because cover crops go in the ground early, any new activity at this point will not result in additional cover crop

acres. What we can expect is about 2,700 additional acres of cover crops from the March 2013 grant round and up to 1950 acres from the May 2012 projects. This ~4,500 acres of cover crops is consistent with the acres projected in the previous three 6-month reports.

- Other BMPs, like nutrient management plans or conservation tillage, will be funded to provide nutrient and sediment reductions.
- PA's CBIG efforts are not to subsidize farming operations, but to improve water quality in a cost effective manner. To this end, Pennsylvania's grant program limits the eligibility for cover crops grants to operators who have never used cover crops, with a few exceptions. And Pennsylvania's grant program only provides cover crops grant funding for no more than four years. These program conditions may be a factor as to why we are seeing less cover crop acreage funded by this grant.
- PA's milestones and model runs inputs include about 2,000 acres of cover crop from CBIG-funded projects. This is about 5% of the total cover crop acreage of Pennsylvania's model inputs. Cover crop outputs for CBIG are about 4,200 acres per year. While the CBIG outputs are less than projected in the grant agreement, these CBIG outputs exceed milestones/model run inputs associated with CBIG projects.

c. Is the actual work being performed within the scope of the recipient's work plan? Response: Yes

d. Are the recipient's staff and facilities appropriate to handle the work under the agreement? Response: yes

e. Based upon the progress reports and this review, is the recipient:

- **Generally submitting progress reports as required in the award and on time?** Response: yes
- **Submitting products/progress reports that are acceptable?** Response: yes
- **Has the recipient been notified in writing that the products/progress reports received to date are acceptable or not acceptable and the project file documented accordingly? If not, please notify the recipient and document the project file as a result of this monitoring review.**

Response: yes

- **Meeting milestones and/or targets described in the award and/or scope of work?** Response: Refer to response for 3b (pp 9-10)

Note: Questions f. and g. pertain to environmental results. If your grant was awarded on or after January 1, 2005, the official date the Environmental Results Policy became effective, answer both g. and h. The CBP Grant and Cooperative Agreement Guidance states that the recipient is required to attach to each applicable performance report (semi-annual, quarterly, or final) an updated Work Plan and Progress Made Performance Results Under Assistance Agreements Form that was submitted with the grant application. If not received, obtain copy from recipient to assist in responding to questions g. and h. and to document file. If your grant was awarded prior to January 1, 2005, answer both questions as "NA".

f. Is the recipient making agreed-upon progress in meeting environmental results and/or environmental outcomes and outputs (to the maximum extent practicable)

Response: Refer to response for 3b (pp 9-10)

g. If the recipient is experiencing significant problems meeting agreed-upon outcomes and outputs, has the recipient been required to develop and implement a corrective action plan?

Response: no

4. Agreement Specific: POs to discuss which areas apply to this agreement, otherwise, NA:

>Reviewing progress reports and other work products to assure that the recipient is complying with the applicable programmatic regulations and programmatic terms and conditions in the agreement.

> Notifying Grants Office if the recipient is not complying with the terms and conditions of the agreement,

> Providing technical assistance to recipients when requested or required by the programmatic terms and conditions of the award.

>Assisting the recipient, where appropriate, with the development of a plan to conduct subsequent portions of the project.

a.) Pre-Award Costs:: (For more information on pre-award costs, please review: 1) GPI-00-02 (a) entitled, "Clarification on GPI 00-02 Modification to Policy Guidance for 40 CFR Part 31 Pre-Award Costs," (May 3, 2000); 2) 40 CFR 30.25(f)(1) or 40 CFR 30.28 and; 3) 40 CFR 31.23.)

- **Did the recipient incur costs prior to receiving the award?** Response: yes

- **If so, was the recipient's written request approved by the PO, file documented, and included on the assistance agreement?** Response: yes

b.) Programmatic Conditions, Regulatory, and Statutory Requirements:

1. Programmatic Conditions:

a. Is the recipient complying with applicable programmatic terms and conditions of the award?

Response: yes

b. Has the recipient submitted Quality Assurance Project Plan (s) (QAPP)? If not applicable, list N/A? Response: yes.

c. Has the recipient submitted Quality Management Plan(s) (QMP)? If not applicable, list N/A?

Response: yes.

d. If applicable, is an approved QMP/QAPP plan documented in file? Response: yes

e. Are all personnel responsible for implementing the QMP/QAPP familiar with its requirements? Response: yes

2. Statutory and Regulatory Requirements: (*Statutory pertains to Clean Water Act, Sec 117; Regulatory pertains to 40 CFR Part 30 for Non-Profit Organizations and Universities and Part 31 for State and Local Governments.*)

a. Have all Statutory requirements been met?

Response: In support of the Clean Water Act, Section 117, this project supports achievement of nutrient and sediment reductions from point and non point sources, including agricultural sources to help meet annual performance goals SP35, SP36 and SP37, which is in support of Chesapeake 2000 Agreement - Water Quality Protection & Restoration - to achieve and maintain the Water Quality necessary to support the aquatic living resources of the Bay and its tributaries and to protect human health.

b. Have all Regulatory requirements been met? (Use this statement provided the requirements in the applicable 40 CFR Part 30 or 31 requirements are being met.)

Response: All regulatory requirements are being met.

c.) Equipment/Supplies:

1. Did the recipient purchase equipment as planned in the agreement and was it used as planned? Response: N/A

2. Did the recipient purchase supplies as planned in the agreement and was it used as planned? Response: Yes.

d.) Travel: Was this authorized in the agreement and was it carried out appropriately? Response: yes

e.) Conferences: Did the conference comply with the Best Practices Guide for Conferences? Response: N/A

f.) Contracting practices: Written Code of Conduct/Ethics: Federal regulations require recipients to establish codes of conduct to eliminate any potential conflict of interest and to establish disciplinary actions for those violating the standards. *Note: (The minimum requirements are outlined in 40 CFR 30.42, Non-Profit Organizations, Universities; 40 CFR 31.36(3), State and Local Governments.)*

1. Contractual Costs: Were contractual/subcontract costs authorized in the assistance agreement? Costs must be approved in the contractual budget category in the assistance agreement. Response: yes

a. If yes, answer the following questions:

- are costs consistent with the approved work plan? yes
- budget category reflects funds for contracting? yes
- the recipient reprogrammed funds to contracting? no
- subcontracts SOW consistent with scope of the assistance agreement? yes

2. Does grant recipient have written contracting procedures? Response: yes – they are attached to all DEP contracting documents.

3. Competition: Was the contract competed/sole source; files documented? Response: yes – they are attached to all DEP contracting documents.

g. Subawards: Subaward Policy, effective May 15, 2007, requires all new awards and supplemental amendments awarded on or after May 15, 2007 must meet the requirements of the Directive. Subaward costs must be included under the “Other” budget cost category in the assistance agreement.

1. Does the work plan contain subaward work? Response: yes

a. If yes, does the recipient have subawards pertinent to the agreement/amendment work plan?
Response: yes

b. If yes, is the recipient complying with the subaward policy requirements? yes

h.) Program Income: (POs must work with the recipient to resolve program-income related issues on agreements that generate program income.)

- Did the project generate unanticipated program income? Response: N/A

i.) EPA-Furnished In Kind: Was this satisfactorily used in the assistance agreement? Response: N/A

j.) Recipient Furnished/Third Party In Kind:

- Met the conditions under 40 CFR 30.23 and 40 CFR 31.24? Response: N/A
- Were any adjustments made to the cost share? Response: N/A

5. Closeout Process (Applicable to Closeout Review): Closeout of the award occurs when all applicable administrative actions and all required work of the grant has been completed.

Note: (Project Officer should be aware of the recipients responsibility in the closeout process and review the general regulations (40 CFR 30.71 Universities & Non-Profits and 40 CFR 31.50 State and Local Governments) on Closeout Requirements with grantee.)

a. Are any funds remaining? If so, why and what tasks were not completed? Response: N/A

b. Has the Final Technical Report been submitted, reviewed, and approved? Response: N/A

c. Equipment/Supplies: *Project Officers should be aware and review with the recipient the disposition requirements outlined in 40 CFR 30.34 and 30.35 for Non-Profit Organizations and Universities; 40 CFR 31.32 and 31.33 for State and Local Governments. If the recipient no longer needs the equipment, please request from the recipient a list of equipment purchased, its fair market value and date of purchase.*

- **Is the recipient keeping the equipment?** Response: N/A

- **Is the recipient keeping the supplies?** Response: N/A

6. Based upon PO review and knowledge of this award, does PO recommend:

a. Award Amendment: Prior to responding, refer back to Part II, Items 2g & 2h on this report. Response: no

b. Advanced Programmatic Monitoring: If needed, discuss with Lori or Ronnie to either add to current list, if not already on, or next year's PO Advanced Programmatic Monitoring List in the Post Award Monitoring Plan. Response: no

c. Administrative Review completed by Grants Office: Respond "No". If major concerns exist to check "Yes", discuss with Lori or Ronnie prior to responding to this question. Response: no

d. OIG Referral: Respond "No" If major concerns exist to check "Yes", discuss with Lori or Ronnie prior to responding to this question. Response: no

e. More Frequent Baseline Monitoring Reviews (less than every six months) Response: no

7. Project Officer Suggestions and Recommendations (define as either major or minor):

Note: (Recommendations should have corresponding routes to/for resolution specified in report. Also, when major recommendations are made, EPA should explicitly require the recipient to develop and submit a corrective action plan to address the major recommendation.)

Response: Minor:

- The next semi-annual progress report will be due 4/1/14.
- The next interim Federal Financial Report (FFR) for this grant is due 9/30/14. Needs to be submitted to EPA Las Vegas Finance Center.

- The next MBE/WBE report is due 3/31/14. Please submit to EPA Region III
- Please comply with the provisions in the FY10, 11, 12 and 13 CBP Grant Guidance.

8. Recipient Recommendations and Suggestions:

Response: none

9. Identify any areas where the recipient is significantly meeting or exceeding programmatic expectations: Response: N/A

10. Recommendations for the Grants Office, if any: Response: N/A

RESOLUTION PLAN AND TIMING - PART III

Prepare Corrective Action Plan, if applicable, to address major recommendation(s):

- 1. Tell the recipient when the corrective action plan is due, and clearly state what should be addressed.**
- 2. Tell the recipient to whom they should send the corrective action plan (EPA contact) and where to send it, including phone number.**

Response: N/A

Note:

1. Send a electronic copy of protocol to the recipient for comment.
 2. cc: Ronnie Kuczynski
- (Also, send to Ronnie any follow-up letters sent to recipient, and relevant e-mail messages)